

Coast Guard Institute Course Descriptions

Coast Guard Institute courses are listed in alphabetical order by the short titles. Two listings (one by short titles and one by full course titles) are provided in the index for your convenience.

SHORT TITLE: AMT1 [closed book exam]

COURSE CODE-EDITION: 0106-1

COURSE NAME: AVIATION MAINTENANCE TECHNICIAN FIRST CLASS

DESCRIPTION: Subjects in this course include supply procedures, ACMS reports, disposition of defective aircraft components, and workplace safety inspections. The course also provides a syllabus with a list of references to use when actually performing certain tasks.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in aircraft components supply and maintenance (6/99).

ACE NO: CG-1717-0012

RESERVE RETIREMENT POINTS: 4

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-6418

SHORT TITLE: AMT2 [closed book exam]

COURSE CODE-EDITION: 0206-1

COURSE NAME: AVIATION MAINTENANCE TECHNICIAN SECOND CLASS

DESCRIPTION: Provides the knowledge base needed to support the AMT2 Performance Qualifications in the areas of Administrative Duty, Aircraft Maintenance, and Shop Maintenance. A syllabus is included at the end of each assignment that gives the student a preview of the requirements/skills needed to satisfy the applicable performance qualification. The student's supervisor uses the syllabus to chart the student's progress. Anyone may enroll in the course, but to complete the syllabus portion of this course, the student must be stationed at or have access to a Coast Guard aviation unit with operational aircraft.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in aircraft maintenance publications, 1 in aircraft inspections, 2 in aircraft sheet metal structures, and 1 in turbine overhaul and inspection (9/98).

ACE NO: CG-1717-0011

RESERVE RETIREMENT POINTS: 15

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-6418

SHORT TITLE: AST1 [closed book exam] **COURSE CODE-EDITION:** 0110-1

COURSE NAME: AVIATION SURVIVAL TECHNICIAN FIRST CLASS

DESCRIPTION: Subject matter in this course is presented in Performance Based format with Practice and Feedback strategically located throughout the text. The course also provides a Syllabus. The syllabus has a list of references to use when actually performing certain tasks.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in aircraft component maintenance and supply (6/99).

ACE NO: CG-1704-0041

RESERVE RETIREMENT POINTS: 16

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-6418

SHORT TITLE: AST2 [closed book exam] **COURSE CODE-EDITION:** 0210-1

COURSE NAME: AVIATION SURVIVAL TECHNICIAN SECOND CLASS

DESCRIPTION: Subject matter in this course is presented in Performance Based format with Practice and Feedback strategically located throughout the text. The course also provides a Syllabus. The syllabus has a list of references to use when actually performing certain tasks.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour small engine repair and 1 in aircraft inspections (9/98).

ACE NO: CG-1704-0055

RESERVE RETIREMENT POINTS: 27

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-6418

Course materials arrive 6-8 weeks after the student is enrolled; however, internet access allows you to review your course materials immediately.

SHORT TITLE: AVT1 [closed book exam]

COURSE CODE-EDITION: 0102-1

COURSE NAME: AVIONICS TECHNICIAN FIRST CLASS

DESCRIPTION: Subjects in this course include: supply procedures, EIR procedures, ACMS reports, disposition of defective aircraft components, and workplace safety inspections. The course also provides a syllabus with a list of references to use when actually performing tasks required by the syllabus.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in materials management (6/99).

ACE NO: CG-1405-0011

RESERVE RETIREMENT POINTS: 5

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-5210

SHORT TITLE: AVT2 [closed book exam] **COURSE CODE-EDITION:** 0202-1

COURSE NAME: AVIONICS TECHNICIAN SECOND CLASS

DESCRIPTION: Provides the knowledge base needed to support the AVT2 Performance Qualifications in the areas of Administrative Duty, Aircraft Maintenance, and Shop Maintenance. A syllabus is included at the end of each assignment that gives the student a preview of the requirements/skills needed to satisfy the applicable Performance Qualification. The supervisor uses the syllabus to chart the student's progress. Anyone may enroll in the course, but to complete the syllabus portion of this course, the student must be stationed at a Coast Guard aviation unit with operational aircraft.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in electrical troubleshooting (9/98).

ACE NO: CG-1715-0150

RESERVE RETIREMENT POINTS: 8

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/d5/airstation/ecity/

TELEPHONE: 252-335-6418

SHORT TITLE: BARAD [closed book exam]

COURSE CODE-EDITION: 0651-2

COURSE NAME: BASIC RADAR USER

DESCRIPTION: Provides training in basic radar operation of the AN/SPS-64 and 66 radars, scope interpretation, and plotting procedures.

ACE RECOMMENDATION: In the vocational certificate category, 1 semester hour in introduction to radar systems operation (3/97).

ACE NO: CG-1715-0076

RESERVE RETIREMENT POINTS: 7

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2533

SHORT TITLE: BM1 [closed book exam]

COURSE CODE-EDITION: 0109-8

COURSE NAME: BOATSWAIN'S MATE, FIRST CLASS

DESCRIPTION: Provides training in administration, use of maneuvering boards, gunnery, damage control, deck seamanship, and equipment maintenance.

ACE RECOMMENDATION: In the vocational certificate category, 1 semester hour in technical communications; in the lower-division baccalaureate/associate degree category, 2 in advanced navigation and 1 in advanced seamanship (4/98).

ACE NO: CG-1708-0004

RESERVE RETIREMENT POINTS: 16

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: BM2 [closed book exam]

COURSE CODE-EDITION: 0209-1

COURSE NAME: BOATSWAIN'S MATE, SECOND CLASS

DESCRIPTION: Provides training in administration, communication, ordnance, and personnel and training.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in advanced seamanship (9/98).

ACE NO: CG-1708-0021

RESERVE RETIREMENT POINTS: 23

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: BM3 [closed book exam]

COURSE CODE-EDITION: 0309-4

COURSE NAME: BOATSWAIN'S MATE, THIRD CLASS

DESCRIPTION: Provides training in administration, watchstanding, communication, seamanship, deck maintenance, boat handling, survival equipment, navigation, search and rescue, rules of the road, gunnery, damage control, aids to navigation, and marine law enforcement.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in seamanship and 2 in navigation (9/98).

ACE NO: CG-1708-0022

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: DC1 [closed book exam]

COURSE CODE-EDITION: 0115-7

COURSE NAME: DAMAGE CONTROLMAN,
FIRST CLASS

DESCRIPTION: Provides training in preparation of current Ships Maintenance Projects (CSMPs); Shore Structure Maintenance Requests (SSMRs); developing budgets; Machinery and Hull History files; managing the damage control preventive maintenance program; inspecting shipyard workmanship and preparing progress reports. Also provides training in damage control training team (DCTT); estimating materials for various carpentry and concrete projects; installing trim and suspended ceilings in residential housing; plumbing designs; estimating materials for various plumbing projects; gas tungsten arc welding; and gas metal arc welding.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in basic navigation (6/94).

ACE NO: CG-1710-0020

RESERVE RETIREMENT POINTS: 25

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2392

SHORT TITLE: DC2 [closed book exam] **COURSE CODE-EDITION:** 0215-9

COURSE NAME: DAMAGE CONTROLMAN, SECOND CLASS

DESCRIPTION: Provides training in the use of engineering publications; procurement; damage control preventive maintenance system; handling, stowage, and disposal of hazardous materials; set-up and operation of a Chemical, Biological, and Radiological (CBR) Contamination Control Area (CCA) and Decontamination Station (DS); pump and portable educator maintenance; firefighting procedures; identification and overhaul procedures for various types of valves; arc cutting processes; inspecting and testing welds; conventional wood-frame construction; and procedures necessary to pour a concrete slab.

ACE RECOMMENDATION: In the vocational certificate category, 1 semester hour in basic welding and 2 in carpentry and plumbing or 3 in basic construction trades (6/90).

ACE NO: CG-1710-0021

RESERVE RETIREMENT POINTS: 30

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: DC3 [closed book exam] **COURSE CODE-EDITION:** 0315-8

COURSE NAME: DAMAGE CONTROLMAN, THIRD CLASS

DESCRIPTION: Provides training in carpentry, plumbing, concrete, woodworking tools, welding, and cutting, basic principles of damage control, firefighting, CBR, anchoring, and administration publications.

ACE RECOMMENDATION: In the vocational certificate category, 2 semester hours in building maintenance and 1 in welding technology (3/96).

ACE NO: CG-1710-0019

RESERVE RETIREMENT POINTS: 32

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2392

SHORT TITLE: DCS [closed book exam] **COURSE CODE-EDITION:** 0480-2

COURSE NAME: DAMAGE CONTROL AND STABILITY

DESCRIPTION: Provides basic/refresher training in damage control and vessel stability. This course is designed specifically for prospective commanding officers and executive officers.

ACE RECOMMENDATION: In the upper-division baccalaureate category, 2 semester hours in technical naval architecture or 2 semester hours in nautical science (ship stability) (6/90).

ACE NO: CG-2205-0024

RESERVE RETIREMENT POINTS: 6

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2392

SHORT TITLE: EM1 [closed book exam] **COURSE CODE-EDITION:** 0119-7

COURSE NAME: ELECTRICIAN'S MATE, FIRST CLASS

DESCRIPTION: Provides training in engineering administration (paperwork management), and troubleshooting of power distribution systems, propulsion generators, motors, controllers, and interior communication systems.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in electric motors and generators and 2 in electric power distribution (10/98).

ACE NO: CG-1714-0011

RESERVE RETIREMENT POINTS: 28

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2257

SHORT TITLE: EM2 [closed book exam] **COURSE CODE-EDITION:** 0219-2

COURSE NAME: ELECTRICIAN'S MATE, SECOND CLASS

DESCRIPTION: The course covers general rating knowledge, maintenance and troubleshooting of power distribution systems, lighting systems, generators, motors, controllers, interior communications systems, gallery, scullery, and laundry equipment, degaussing systems, and shore installation power systems.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in electrical motors and controls and 3 in electromechanical control systems (6/99).

ACE NO: CG-1714-0023

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-898-2257

SHORT TITLE: EM3 [closed book exam] **COURSE CODE-EDITION:** 0319-9

COURSE NAME: ELECTRICIAN'S MATE, THIRD CLASS

DESCRIPTION: Provides training in the maintenance of lighting general lighting systems, generators, motors and controllers, portable power tools, galley and laundry equipment, electrical damage control equipment, batteries, small boats, and installing electrical equipment at shore installations.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in AC/DC circuits and 3 in electrical power systems (6/99).

ACE NO: CG-1714-0024

RESERVE RETIREMENT POINTS: 18

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2257

SHORT TITLE: ET1 [closed book exam] **COURSE CODE-EDITION:** 0121-8

COURSE NAME: ELECTRONICS TECHNICIAN, FIRST CLASS

DESCRIPTION: Provides information and practical exercises in shore facility ground systems maintenance, transient suppression device maintenance, electromagnetic interference reduction. Also provides information and practical exercises in Very High Frequency (VHF) voice communications systems maintenance, Ultra High Frequency (UHF) voice communications systems maintenance, and military satellite communications systems maintenance. Also provides information and practical exercises in data communication signals analysis, fiber optic maintenance, preparing work schedules for subordinates, preparing departmental training schedules, instructing personnel in operating and maintaining electronic systems and Command and Control Systems maintenance.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 6 semester hours in electronic communications systems troubleshooting and maintenance, 3 in fundamentals of electronic communications, and 3 in principles of management (8/02).

ACE NO: CG-1715-0038

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7129

SHORT TITLE: ET2 [closed book exam] **COURSE CODE-EDITION:** 0221-8

COURSE NAME: ELECTRONICS TECHNICIAN, SECOND CLASS

DESCRIPTION: Provides information, job aids, and practical exercises in electronic equipment property management, maintaining the Electronic Repair Parts Allowance List (ERPAL), and supply procedures for material available from commercial and government sources. Provides information and practical exercises on equipment casualty reporting, updating electronic related technical documentation, including equipment and system block diagrams, antenna plot plans and unit grounding plans. Also provides installation and maintenance training including the coast Guard Planned Maintenance System (CGPMS), flexible coaxial and multi-conductor cables, cable penetrations, field changes, with emphasis on the use of special tools and test equipment. Technical training also includes operation, repair, and maintenance of Communications systems, Radar Systems, Identification Field or Foe (IFF) systems, and Telephone systems.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in electronic communication systems (9/98).

ACE NO: CG-1715-0146

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7129

Many nonresident courses provide college credit in addition to training a member to accomplish Coast Guard missions. It is as though you get a bonus for learning.

SHORT TITLE: FS2 [closed book exam] **COURSE CODE-EDITION:** 0251-5

COURSE NAME: FOOD SERVICE SPECIALIST, SECOND CLASS

DESCRIPTION: Provides training in developing 3-week cycle menus and load guides for afloat units using standard menus, food preparation worksheets and frequency charts, as well as preparing subsistence requests no greater than \$2500.00.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 in introduction to food service (9/98).

ACE NO: CG-1729-0004

RESERVE RETIREMENT POINTS: 21

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7142

SHORT TITLE: FS3 [closed book exam] **COURSE CODE-EDITION:** 0351-4

COURSE NAME: FOOD SERVICE SPECIALIST, THIRD CLASS

DESCRIPTION: Provides training in food preparation, baking procedures, food service equipment, food storage, sanitation and safety, policy, organization and inspection of a CG dining facility.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in food preparation (5/91).

ACE NO: CG-1729-0006

RESERVE RETIREMENT POINTS: 7

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7142

SHORT TITLE: FT1 [closed book exam] **COURSE CODE-EDITION:** 0127-8

COURSE NAME: FIRE CONTROL TECHNICIAN, FIRST CLASS "CONFIDENTIAL"

DESCRIPTION: Provides training in maintenance, system operation and administration.

ACE RECOMMENDATION: Credit is not recommended because of the military-specific nature of the course (9/98).

ACE NO: CG-1715-0135

RESERVE RETIREMENT POINTS: 22

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-628-4265

SHORT TITLE: FT2 [closed book exam] **COURSE CODE-EDITION:** 0227-2

COURSE NAME: FIRE CONTROL TECHNICIAN, SECOND CLASS

DESCRIPTION: This course is unclassified covering the following topics: Safety and First Aid, Administration Ordnance Misfire for CIWS and 76mm gun, and the description and operation of CIWS, and the Mk 92 FCS.

ACE RECOMMENDATION: Credit is not recommended because of the military-specific nature of the course (9/98).

ACE NO: CG-1715-0137

RESERVE RETIREMENT POINTS: 25

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-628-4265

SHORT TITLE: GM1 [closed book exam] **COURSE CODE-EDITION:** 0129-7

COURSE NAME: GUNNER'S MATE, FIRST CLASS

DESCRIPTION: Provides training in hazards of electromagnetic radiation to personnel and ordnance, pneumatic cylinders, battery alignment, training and lesson plans, and ordnance department budgets.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in hydraulics and pneumatics (5/97)

ACE NO: CG-1714-0027

RESERVE RETIREMENT POINTS: 20

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2488

SHORT TITLE: GM2 [closed book exam] **COURSE CODE-EDITION:** 0229-8

COURSE NAME: GUNNER'S MATE, SECOND CLASS

DESCRIPTION: Provides training in ammunition disposal, magazine sprinkler systems, basic hydraulics, hydraulic and pneumatic system troubleshooting and repair, electricity and electronics, electrical connectors and connections. Also provides training in electrical and electronic modular components, Mk 75 Mod 0 gun mount, Mk 38 weapon system, Mk 36 Mods 1 and 5 SRBOC, dredger hoist, maintenance data system, PMS scheduling and feedback reports. Last, provides training in ammunition onload and offload plans, firing plans, R-865 small arms inventory report, and notice of ammunition reclassification (NAR).

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in basic electricity and 2 in basic hydraulics and pneumatics (9/97).

ACE NO: CG-1714-0026

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2488

SHORT TITLE: HONORS [closed book exam]

COURSE CODE-EDITION: 0421-2

COURSE NAME: HONORS AND CEREMONIES

DESCRIPTION: Provides training for international, naval, and military honors and ceremonies; flags and pennants; and customs.

ACE RECOMMENDATION: Credit is not recommended because of the limited, specialized nature of the course (9/90).

ACE NO: CG-2205-0032

RESERVE RETIREMENT POINTS: 3

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: HS1 [closed book exam]

COURSE CODE-EDITION: 0130-2

COURSE NAME: HEALTH SERVICES TECHNICIAN, FIRST CLASS

DESCRIPTION: Provides training in the duties of a health benefits advisor covering the Uniformed Services Health Benefits Program, direct care facilities, CHAMPUS and dental programs. It also provides training on how to request health care contracts, to request nonfederal health care, to review medical bills for accuracy and completeness, to prepare an initial medical board, and to use the Armed Forces Medical Regulating system. This course has an open book examination.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in health care insurance administration (5/97).

ACE NO: CG-0709-0006

RESERVE RETIREMENT POINTS: 23

PASSING SCORE: 96 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7296

SHORT TITLE: HS2 [closed book exam] **COURSE CODE-EDITION:** 0230-2

COURSE NAME: HEALTH SERVICES TECHNICIAN, SECOND CLASS

DESCRIPTION: Provides training in anatomy and physiology; clinical sick call procedures; emergency medicine, minor surgery, otolaryngology, ophthalmological, pulmonary, gastrointestinal and anorectal disorders, genitourinary, dermatology conditions and treatment. Also provides training in temporomandibular disorders; mental assessment; alcohol program; medical x-ray and dental panoramic radiograph; preventive medicine; occupational health; health services personnel and organization; health care fiscal management; general and medical administration procedures. The EOCT is a 50 question open book test with a 2-hour time limit.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in physical assessment, 2 in emergency medical procedures, and 2 in medical clinic management (10/95).

ACE NO: CG-0709-0005

RESERVE RETIREMENT POINTS: 35

PASSING SCORE: 94 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7296

SHORT TITLE: ICEOBS [closed book exam] **COURSE CODE-EDITION:** 0476-2

COURSE NAME: ICE OBSERVER

DESCRIPTION: Provides training in the types, forms and concentrations of ice found in the Arctic, Antarctic, and Great Lakes regions; coding and decoding of ice message reports; drawing of concentration maps; and advice on best routes for shipping.

ACE RECOMMENDATION: Credit is not recommended because of the limited technical nature of the course (10/91).

ACE NO: CG-1304-0006

RESERVE RETIREMENT POINTS: 6

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2074

SHORT TITLE: ICSORI [closed book exam]

COURSE CODE-EDITION: 0590-1

ISCORI EOCT's are closed book, but students are authorized to use as an aid during the examination IMH COMDTPUB 3120.17.

COURSE NAME: INCIDENT COMMAND SYSTEM ORIENTATION

DESCRIPTION: Incident Command System (ICS) Orientation is designed to help the student understand the principles of the Incident Command System and to briefly acquaint the student with the basic ICS structure and terminology. ICS Orientation is intended for personnel assigned to an incident or event who have a limited understanding of ICS. This course introduces the student to ICS Organization, Basic Terminology and Common Responsibilities. The student will acquire the skills necessary to perform in an ICS support role. To measure the levels of information received and retained, an examination will be administered. For additional information, see COMDTINST 164712.

ACE RECOMMENDATION: Credit is not recommended because of the military-specific nature of the course (9/98).

ACE NO: CG-2205-0041

RESERVE RETIREMENT POINTS: N/A

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2108

SHORT TITLE: ICS-200 [closed book exam]

COURSE CODE-EDITION: 0591-1

COURSE NAME: INCIDENT COMMAND SYSTEM ORIENTATION (I-200)

DESCRIPTION: This course is designed for people who have successfully completed ISC-100: Module 1, a self-paced ICS orientation. After you complete ICS100, ICS200 will provide you with a more in-depth understanding of the principles necessary to participate in an ICS effectively. ICS-200 is composed of five training modules (modules 2 through 6).

ACE RECOMMENDATION: Credit is not recommended because of the military-specific nature of the course (9/98).

ACE NO: CG-2205-0041

RESERVE RETIREMENT POINTS: N/A

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2108

SHORT TITLE: IIMI [closed book exam] **COURSE CODE-EDITION:** 0580-1

COURSE NAME: INITIAL INDOCTRINATION MARINE INSPECTORS COURSE

DESCRIPTION: Provides introductory knowledge for those entering the marine safety field who are assigned marine inspection duties. The pamphlets introduce the marine safety organization; using references, authorities, and standards; merchant vessels - their certificates/documents and boardings; and the related Marine Safety Information System (MSIS).

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in marine transportation: vessels (5/95).

ACE NO: CG-1708-0024

RESERVE RETIREMENT POINTS: 10

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2074

SHORT TITLE: IIPO [closed book exam] **COURSE CODE-EDITION:** 0585-1

COURSE NAME: INITIAL INDOCTRINATION PORT OPERATIONS COURSE

DESCRIPTION: Provides introductory knowledge for those entering the marine safety field who are assigned port safety, security, and/or response duties. The pamphlets introduce the marine safety organization; using references, authorities, and standards; environmental response and investigation; merchant vessel boardings; waterfront inspections; Captain of the Port Authorities; and the related Marine Safety Information System (MSIS).

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in marine transportation: ports (5/95).

ACE NO: CG-1708-0025

RESERVE RETIREMENT POINTS: 10

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2074

SHORT TITLE: IV2 [closed book exam] **COURSE CODE-EDITION:** 0266-1

COURSE NAME: INVESTIGATOR, SECOND CLASS

DESCRIPTION: Provides training in criminal investigation, intelligence, counter-intelligence, and protective services.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in police operations (10/94).

ACE NO: CG-1728-0042

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2471

SHORT TITLE: MANBD [closed book exam] **COURSE CODE-EDITION:** 0464-3

COURSE NAME: MANEUVERING BOARDS

DESCRIPTION: Provides training in the uses of maneuvering boards in solving problems which involve relative motion; speed; CPAs; collision avoidance; station taking; contact interception; true, relative, and desired wind; and direct plotting procedures.

ACE RECOMMENDATION: Pending

ACE NO: CG-1708-0015 (for edition 2)

RESERVE RETIREMENT POINTS: 12

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2533

ESOs may order courses electronically saving

www.uscg.mil/hq/cgi

time and postage.

SHORT TITLE: MK1 [closed book exam] **COURSE CODE-EDITION:** 0132-3

COURSE NAME: MACHINERY TECHNICIAN, FIRST CLASS

DESCRIPTION: Provides training in engine efficiency, clutches, reduction gears, fuel systems, oil systems, pumps, valves, hydraulic equipment, propeller maintenance, and administration.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in internal combustion engines and 3 in automotive fuel systems (11/91).

ACE NO: CG-1723-0006

RESERVE RETIREMENT POINTS: 14

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2085

SHORT TITLE: MK2 [closed book exam] **COURSE CODE-EDITION:** 0232-4

COURSE NAME: MACHINERY TECHNICIAN, SECOND CLASS

DESCRIPTION: Provides training in operation and maintenance of hydraulic systems, internal combustion engines, air conditioning and refrigeration systems, and safety and electrical testing equipment.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in internal combustion engines maintenance and repair and 3 in maintenance and repair of mechanical power transmission equipment (6/99).

ACE NO: CG-1723-0008

RESERVE RETIREMENT POINTS: 21

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2085

SHORT TITLE: MK3 [closed book exam] **COURSE CODE-EDITION:** 0332-4

COURSE NAME: MACHINERY TECHNICIAN, THIRD CLASS

DESCRIPTION: Provides training in general safety, air conditioning, refrigeration, pumps, valves, piping systems, auxiliary equipment, lubricating and fuel oil systems, bearings, seals, hydraulic systems, internal combustion engines, reduction gears, clutches, couplings, shafting propellers, rudders, electrical systems, and administrative duties afloat and ashore.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in basic marine engineering (steam and diesel propulsion), 2 in basic marine auxiliaries, 1 in basic marine technology, and 1 in blue print reading (9/98)

ACE NO: CG-1723-0007

RESERVE RETIREMENT POINTS: 44

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2085

SHORT TITLE: MST1 [closed book exam] **COURSE CODE-EDITION:** 0134-5

COURSE NAME: MARINE SCIENCE TECHNICIAN, FIRST CLASS

DESCRIPTION: Provides training in preparing casework for pollution incidents, duties of the On-Scene Coordinator's Representative, jurisdiction and planning for spills, Incident Command System, conducting preliminary assessments, protection techniques, recover and cleanup techniques, spiller's responsibilities, and waste disposal considerations. Additionally, provides training in port safety surveillance, port state control, freight containers, hazard classification, and transportation of packaged hazardous materials and of bulk solid and bulk liquid hazardous materials.

ACE RECOMMENDATION: Pending Evaluation

ACE NO: CG-1304-0022 (For edition 5)

RESERVE RETIREMENT POINTS: 29

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcvorktown/

TELEPHONE: 757-856-2074

SHORT TITLE: MST2 [closed book exam] **COURSE CODE-EDITION:** 0234-5

COURSE NAME: MARINE SCIENCE TECHNICIAN, SECOND CLASS

DESCRIPTION: Provides training in harbor surveillance, pollution response, boardings and inspections, basic system management, and physical security surveys.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in advanced word processing, 1 in marine safety, 1 in environmental management, and 1 in port security (10/92)

ACE NO: CG-1304-0016

RESERVE RETIREMENT POINTS: 34

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2074

SHORT TITLE: NAVRUL [closed book exam] **COURSE CODE-EDITION:** 0469-4

COURSE NAME: NAVIGATION RULES

DESCRIPTION: Provides instruction regarding the 1972 COLREGS and the INLAND NAVIGATION RULES ACT OF 1980. Renewals shall be "open book" (defined as an unmarked copy of Navigation Rules-International-Inland, COMDTINST M16672.2 Series).

NOTE: Personnel desiring to take the Deck Watch (DWO) or Deck Watch Renewal (DWINTR) Exams will need the NAVRUL course materials for study. There are no specific course materials for DWO/DWINTR. Student must order NAVRUL course materials.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in navigation (6/94).

ACE NO: CG-1708-0020

RESERVE RETIREMENT POINTS: 26

PASSING SCORE: 90 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: OBSMAN [closed book exam] **COURSE CODE-EDITION:** 0695-1

COURSE NAME: OMBUDSMAN COURSE

DESCRIPTION: This course describes the role and responsibility of the Ombudsman in the Coast Guard today. It specifically covers the active duty health benefits, along with dependent health benefits.

ACE RECOMMENDATION: Does not meet the guidelines for ACE evaluation.

RESERVE RETIREMENT POINTS: N/A

PASSING SCORE: N/A

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7374

SHORT TITLE: PA1 [closed book exam] **COURSE CODE-EDITION:** 0136-3

COURSE NAME: PUBLIC AFFAIRS SPECIALIST, FIRST CLASS

DESCRIPTION: Provides training in skills, principles, and techniques of community, internal, and public relations.

ACE RECOMMENDATION: Pending

ACE NO: CG-1709-0002 (for edition 3)

RESERVE RETIREMENT POINTS: 13

PASSING SCORE: 80 percent

COURSE WRITER: PACM Cihelka

TELEPHONE: 202-267-1209

E-MAIL: CCihelka@comdt.uscg.mil

SHORT TITLE: PA2 [closed book exam] **COURSE CODE-EDITION:** 0236-5

COURSE NAME: PUBLIC AFFAIRS SPECIALIST, SECOND CLASS

DESCRIPTION: Provides training in photographic skills, techniques, and principles.

ACE RECOMMENDATION: In the lower-division baccalaureate /associate degree category, 1 semester hour in introduction to public relations (4/99).

ACE NO: CG-1709-0001

RESERVE RETIREMENT POINTS: 10

PASSING SCORE: 80 percent

COURSE WRITER: PACM Cihelka

TELEPHONE: 202-267-1209

E-MAIL: CCihelka@comdt.uscg.mil

SHORT TITLE: PSPBQ [closed book exam] **COURSE CODE-EDITION:** 2601-1

COURSE NAME: PORT SECURITY SPECIALIST PERFORMANCE BASED
QUALIFICATIONS REFERENCES CD-ROM

DESCRIPTION: This For Official Use Only (FOUO) CD-ROM is a study aid for completing performance based qualifications (formerly called performance qualifications) and for studying for the servicewide exam for the Port Security (PS) rating. It is authorized for home use by Coast Guard members, provided that they take measures to prevent its content from being publicly distributed. It contains 20 of 30 documents used as references for the PS qualifications. Host computers must have an Internet browser. Some host systems (other than those that already have Adobe Acrobat reader loaded, or that use Windows 98 operating system) may require the ability to access the Internet to download Adobe Acrobat Reader software files (available free from the Internet). A copy of Adobe Acrobat Reader, Windows 98 version is contained on the CD-ROM.

ACE RECOMMENDATION: Does not meet ACE evaluation guidelines.

RESERVE RETIREMENT POINTS: N.A.

PASSING SCORE: N.A.

COURSE WRITER: MCPO Jeffrey Smith

TELEPHONE: (202) 267-0776

E-MAIL: JDSMITH@comdt.uscg.mil

SHORT TITLE: PSUESH [closed book exam]

COURSE CODE-EDITION: 2600-1

COURSE NAME: PSU ESSENTIAL SKILLS HANDBOOK

DESCRIPTION: Provides basic information on PSU operations and individual skills required by Active and Reserve component Coast Guard personnel assigned PSU duties.

ACE RECOMMENDATION: Does not meet ACE evaluation guidelines.

RESERVE RETIREMENT POINTS: N.A.

PASSING SCORE: N.A.

COURSE WRITER: QMC Robert Pauly

TELEPHONE: 757 450-7034

E-MAIL: RPauly@IIMEF.usmc.mil

SHORT TITLE: QM1 [closed book exam] **COURSE CODE-EDITION:** 0137-5

COURSE NAME: QUARTERMASTER, FIRST CLASS

DESCRIPTION: Provides training in ship conning, compasses, compass adjustment, piloting, dead reckoning, terrestrial and celestial navigation, and basic search and rescue.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in celestial navigation and 2 in coastwise navigation (6/90).

ACE NO: CG-2205-0026

RESERVE RETIREMENT POINTS: 23

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: QM2 [closed book exam] **COURSE CODE-EDITION:** 0237-8

COURSE NAME: QUARTERMASTER, SECOND CLASS

DESCRIPTION: Provides training in selective subjects in chart ordering procedures, search and rescue, maneuvering boards, navigation, and honors and ceremonies.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in coastwise navigation and piloting (5/95).

ACE NO: CG-1722-0015

RESERVE RETIREMENT POINTS: 21

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: QM3 [closed book exam] **COURSE CODE-EDITION:** 0337-2

COURSE NAME: QUARTERMASTER, THIRD CLASS

DESCRIPTION: Provides training in navigation, weather, aids to navigation, visual signaling, and watchstanding. (NOTE: Personnel who are striking quartermaster must also complete the QMSTRK course.)

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in basic navigation (7/95).

ACE NO: CG-1722-0014

RESERVE RETIREMENT POINTS: 28

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2373

SHORT TITLE: RD1 [closed book exam] **COURSE CODE-EDITION:** 0139-6
COURSE NAME: RADARMAN, FIRST CLASS "CONFIDENTIAL"
DESCRIPTION: Provides training in operational messages, training, electronically support equipment and satellite vulnerability, search and rescue, and intelligence.
ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in project administration (3/96).
ACE NO: CG-1408-0036
RESERVE RETIREMENT POINTS: 27
PASSING SCORE: 80 percent
COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/
TELEPHONE: 757-856-2533

SHORT TITLE: RD2 [closed book exam] **COURSE CODE-EDITION:** 0239-2
COURSE NAME: RADARMAN, SECOND CLASS "CONFIDENTIAL"
DESCRIPTION: Provides training in CIC operations, radar fundamentals, communications, administration, and electronic warfare.
ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 2 semester hours in radar interpretation techniques (5/93).
ACE NO: CG-2205-0023
RESERVE RETIREMENT POINTS: 16
PASSING SCORE: 76 percent
COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/
TELEPHONE: 757-856-2533

Every newly added course requires numerous steps. If a step is incomplete, the course cannot go online. New courses that are apt to go online shortly are listed still in the works. Watch the *Campus News* for actual online dates.

SHORT TITLE: SARFND [closed book exam]

COURSE CODE-EDITION: 0431-2

COURSE NAME: SAR FUNDAMENTALS

DESCRIPTION: Provides training on national SAR policy, the national SAR system, and the five SAR incident stages.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in fundamentals of ocean search and rescue (9/98).

ACE NO: CG-0802-0016

RESERVE RETIREMENT POINTS: 3

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/tcyorktown/

TELEPHONE: 757-856-2381

SHORT TITLE: SK3 [closed book exam]

COURSE CODE-EDITION: 0350-1

COURSE NAME: STOREKEEPER, THIRD CLASS

DESCRIPTION: Provides training in administration and clerical, standard workstation, supply support, small purchase procedures, fiscal procedures, transportation, and property procedures.

ACE RECOMMENDATION: In the vocational certificate category, 1 semester hour in record keeping and 1 in office procedures (7/93).

ACE NO: CG-1405-0002

RESERVE RETIREMENT POINTS: 5

PASSING SCORE: 76 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7128

SHORT TITLE: SNAID

COURSE CODE-EDITION: 0705-1

COURSE NAME: SEAMANSHIP STUDY AID

DESCRIPTION: This CD-ROM provides basic information on rules of the road, seamanship and navigation required by Active, Reserve, and Auxiliary Coast Guard personnel who operate vessels. The Seamanship Study Aid is not a course of study. It contains a computer-based Rules of the Road study aid, much like the Rules of the Road flash cards that the Institute also offers. It contains the following four references: (1) COMDTINST M16114.5 Boat Crew Seamanship Manual, (2) Chart Number 1, Nautical Chart Symbols Abbreviations and terms, (3) COMDTPUB P 16798.16A USCG Auxiliary Navigation Specialty Course (Instructor's Guide), and (4) COMDTPUB P16798.17A USCG Auxiliary Navigation Specialty Course (Student Study Guide). It requires windows PC with Internet browser software and a sound card.

ACE RECOMMENDATION: Does not meet the guidelines for ACE evaluation.

ACE NO: RESERVE RETIREMENT POINTS: NA

PASSING SCORE: NA

COURSE WRITER: LT. Tom Farrell

TELEPHONE: 202-267-0001

E-MAIL: TFarrell@comdt.uscg.mil

SHORT TITLE: TC1 [closed book exam] **COURSE CODE-EDITION:** 0141-8

COURSE NAME: TELECOMMUNICATIONS SPECIALIST, FIRST CLASS

DESCRIPTION: This course is designed in a PQS style format to assist the TC2 in completion of the TC1 performance qualifications for advancement. This course covers topics and provides practical exercises in the areas of communication watch lists, standard operating procedures, security clearances, communication logs, communication guard shifts, communication spot reports, and emergency action plans. Training programs for COMSEC users, policies and procedures for the loss or compromise of controlled, COMSEC, classified, and NATO materials, along with accountability procedures for classified materials are covered as well.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in record keeping and 1 in planning and scheduling (3/96).

ACE NO: CG-1403-0002

RESERVE RETIREMENT POINTS: 11

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7274

SHORT TITLE: TC2 [closed book exam] **COURSE CODE-EDITION:** 0241-9

COURSE NAME: TELECOMMUNICATIONS SPECIALIST, SECOND CLASS

DESCRIPTION: This course is designed in a PQS style format to assist the TC3 in completion of the TC2 performance qualifications for advancement. The course covers practical exercises to help the student understand the concepts behind the topics and it provides practical exercises to check the progress of the student.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in local area network management (3/96).

ACE NO: CG-1402-0004

RESERVE RETIREMENT POINTS: 7

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7274

SHORT TITLE: TCTFG [closed book exam]

COURSE CODE-EDITION: 0653-1

COURSE NAME: TEAM COORDINATION TRAINING FACILITATOR PACKAGE

DESCRIPTION: Provides overview of seven behavioral skills critical to reducing human error and enhancing teamwork during complex and dynamic operations. Emphasis is on multi-unit afloat/shore operations. Enrollment cleared after student meets prerequisite and receives approval from course writer.

ACE RECOMMENDATION: Does not meet requirements for ACE evaluation.

RESERVE RETIREMENT POINTS: N/A

PASSING SCORE: N/A

COURSE WRITER: LCDR Becker

TELEPHONE: 202-267-2965

E-MAIL: DBecker@comdt.uscg.mil

SHORT TITLE: TCTSG [closed book exam]

COURSE CODE-EDITION: 0652-2

COURSE NAME: TEAM COORDINATION
TRAINING--STUDENT GUIDE

DESCRIPTION: Provides overview of seven behavioral skills critical to reducing human error and enhancing teamwork during complex and dynamic operations. Emphasis is on multi-unit afloat/shore operations. Student guide is same as used in all TCT resident and unit-level courses.

ACE RECOMMENDATION: In the upper-division baccalaureate category, 3 semester hours in decision making and problem solving (9/01).

ACE NO: CG-1406-0011

RESERVE RETIREMENT POINTS: N/A

PASSING SCORE: 76%

COURSE WRITER: LCDR Becker

TELEPHONE: 202-267-2965

E-MAIL: DBecker@comdt.uscg.mil/

SHORT TITLE: TT1 [closed book exam]

COURSE CODE-EDITION: 0145-7

COURSE NAME: TELEPHONE TECHNICIAN FIRST CLASS

DESCRIPTION: This course provides training and information on select topics including introduction to standards, installation requirements, outside plant, administration, and telecommunications. It requires additional Coast Guard reference material and other research to complete. It includes PQS and PQS guideline for TT1 performance based qualification completion.

ACE RECOMMENDATION: In the vocational certificate category, 3 semester hours in outside telephone cable installation and maintenance (9/98).

ACE NO: CG-1715-0134

RESERVE RETIREMENT POINTS: 20

PASSING SCORE: 95 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7264

SHORT TITLE: TT2 [closed book exam]

COURSE CODE-EDITION: 0245-7

COURSE NAME: TELEPHONE TECHNICIAN SECOND CLASS

DESCRIPTION: This course provides training and information on select topics including shop practices, data and voice communications, outside plant, and administration. It requires additional Coast Guard reference material and other research to complete. It includes a data communications textbook and PQS and PQS guideline for TT2 performance based qualification completion.

ACE RECOMMENDATION: In the vocational certificate category, 3 semester hours in telephone and teletype theory and installation (9/98).

ACE NO: CG-1715-0063

RESERVE RETIREMENT POINTS: 20

PASSING SCORE: 95 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7264

SHORT TITLE: YN1 [open workbook exam]

COURSE CODE-EDITION: 0175-2

COURSE NAME: YEOMAN, FIRST CLASS

DESCRIPTION: Provides training and practice in creating routine correspondence to include: Basic Letter, Endorsements, Memorandum, and Rapidraft.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in business communications.

ACE NO: CG-1408-0006

RESERVE RETIREMENT POINTS: 5

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7194

SHORT TITLE: YN2 [open workbook exam]

COURSE CODE-EDITION: 0275-3

COURSE NAME: YEOMAN, SECOND

DESCRIPTION: Provides training and practice for preparing the necessary paperwork for a member in a desertion or unauthorized absence status, and a Confinement Order; counseling members on the Selective Reenlistment Bonus program, mutual exchange of station, unilateral transfer and humanitarian assignment transfers; investigating and resolving pay related issues. Also provides training and practice for counseling members on state and federal taxes; counseling members on travel entitlements; reviewing member and dependent travel claims for completeness; calculating various PCS entitlements; maintaining correspondence files; reviewing the unit directives library; counseling members on shipment of HHG's.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in clerical procedures.

ACE NO: CG-1408-0004

RESERVE RETIREMENT POINTS: 6

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7294

SHORT TITLE: YN3 [closed book exam]

COURSE CODE-EDITION: 0375-1

COURSE NAME: YEOMAN, THIRD CLASS

DESCRIPTION: Provides the skills and knowledge necessary to complete counseling, tasks, events and paperwork in the following areas: Coast Guard Standard Workstation (CGSWS), correspondence, directives, pay and personnel, separations, travel and transportation of household goods. This course is a self-study, Personnel Qualification (PQS) style course designed to put you in situations normally encountered on the job.

ACE RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in introduction to clerical procedures or introduction to office procedures, in the upper-division baccalaureate category, 1 semester hour in personnel administration (9/98).

ACE NO: CG-1408-0005

RESERVE RETIREMENT POINTS: 26

PASSING SCORE: 80 percent

COURSE WRITER LOCATION: www.uscg.mil/hq/tcpet/index.htm

TELEPHONE: 707-765-7294

End of Listing